

**TOWN OF PEACHAM  
SELECTBOARD MEETING MINUTES  
Town Hall Meeting Room  
Wednesday March 16, 2016 6:30PM**

**Present:**

**Selectboard:** Annette Lorraine, Tim Scott, and David Jacobs

**Clerk to the Selectboard:** Melissa Laurita Kohl

**Public:** Road Foreman Jeremy Withers, Mike Bruton, Ron Craig, Cheryl Stevenson,  
Town Clerk Tom Galinat

**The meeting was called to order by Annette Lorraine at 6:33PM.**

- 1) Selectboard Organizational meeting:
  - a) Elect a Chair
    - i) **David moves to nominate Annette Lorraine. Tim seconds. So moved.**
  - b) Appoint a Clerk to the Selectboard
    - i) **David moves to appoint Melissa Laurita Kohl. David seconds. So moved.**
  - c) Determine meeting rules
    - i) **Annette moves to use modified Robert's Rules of Order. David seconds. So moved.**
  - d) Determine date and time of meetings
    - i) **David moves that the Selectboard keep their regular meetings to the first and third Wednesdays of every month. Tim seconds. So moved.**
  - e) **Annette moves that all notices be posted in three locations in town - the town hall board, the library board, and the school board - and to post notices online at [peachamblog.blogspot.com](http://peachamblog.blogspot.com). David seconds. So moved.**
  - f) **Annette moves to authorize the Town Clerk to post a bond or acquire the equivalent in insurance coverage through PACIF in the same amount as last year. (24VSA 835) David seconds. So moved.**
- 2) Additions
  - a) Share items from Selectboard Institute
  - b) Town Clerk Update
  - c) Road Foreman Update
  - d) Sheriff's Contract
  - e) Department of Taxes follow up
  - f) Tom suggested discussing the potential for a new policy regarding animal control officer and county and non-profits
  - g) Tom requested an executive Session for attorney client privilege. Will be done at the same time as the other executive session.
- 3) Review and Approve Minutes of 2/17/16
  - a) **David moves to approve the minutes of 2/17/16. Annette seconds. So moved.**
- 4) 2016 Appointments
  - a) Appropriations Committee

- i) N/A
- b) Cemetery Preservation Commission
  - i) Sexton Ron Craig recommends to appoint Dean Schoolcraft, Mike Bruton, and Laura Johnson to the Cemetery Commission. **David moves to appoint Dean Schoolcraft, Mike Bruton, Laura Johnson, and both sextons to the cemetery preservation commission for three years.**
- c) Conservation Commission
  - i) **David moves to appoint Ron Miller and George Kempton to the Conservation Commission. Tim seconds. So moved.**
- d) Development Review Board (DRB)
  - i) **David moves to appoint Nick Comerchi, Matt Kempton, Greg Schoolcraft, Morris McCain, Raymond Young, and Marilyn Magnus as alternate to the DRB. Tim seconds. So moved.**
- e) Emergency Management Coordinator
  - i) **David moves to appoint Neil Monteith as Emergency Management Coordinator. Tim seconds. So moved.**
- f) 911 Coordinator
  - i) **David moves to appoint Brian Barney as 911 Coordinator. Tim seconds. So moved.**
- g) Fence Viewers
  - i) **David moves to appoint Kenneth Bean, Ken Danielson, and George Kempton as fence viewers. Tim seconds. So moved.**
- h) Fire Chief
  - i) **David moves to appoint Jeff Berwick as Fire Chief. Tim seconds. So moved.**
- i) Fire Warden
  - i) **David moves to appoint Neil Monteith as Fire Warden. Tim seconds. So moved.**
- j) Green-up Chair
  - i) **David moves to appoint Lauren Collins as Green-Up Chair. Tim seconds. So moved.**
- k) Health Officer
  - i) **David moves to appoint Joshua Kantrowitz as Health Officer. Tim seconds. So moved.**
- l) Assistant Health Officer
  - i) **David moves to appoint Martha Ide as Assistant Health Officer. Tim seconds. So moved.**
- m) Keeper of the Pound
  - i) **David moves to appoint Jo Guertin as Keeper of the Pound. Tim seconds. So moved.**
- n) Memorial Day Chair
  - i) **David moves to appoint Julie Hansen as Memorial Day Chair. Tim seconds. So moved.**
- o) Northeast Kingdom Waste Management District
  - i) **David moves to appoint Paul Munkittrick as Northeast Kingdom Waste Management District. Tim seconds. So moved.**
- p) NVDA Representatives
  - i) **David moves to appoint Annette Lorraine and Jen Surat as NVDA Representatives. Tim seconds. So moved.**
- q) Planning Commission

- i) **David moves to appoint Geoff Sewake, Nick Commerci, Marilyn Magnus, Melissa Laurita Kohl, and Rene Joly to the Planning Commission. Tim seconds. So moved.**
  - r) Road Foreman
    - i) **David moves to appoint Jeremy Withers as Road Foreman. Tim seconds. So moved.**
  - s) Service Officer
    - i) **David moves to appoint Patty Strader as Service Officer. Tim seconds. So moved.**
  - t) Sextons
    - i) **David moves to appoint Cheryl Stevenson and Ron Craig as sextons. Tim seconds. So moved.**
  - u) Tree Board
    - i) **Tim moves to appoint David Jacobs, Julie Lang, Bruce Maclean, Neil Monteith, and Dave Stauffer to the Tree Board. Annette seconds. So moved.**
  - v) Tree Warden
    - i) **David moves to appoint Neil Monteith as Tree Warden. Tim seconds. So moved.**
  - w) Planning Commission needs to recommend a Zoning Administrator to the Selectboard. Needs to be added to the next meeting agenda.
- 5) Selectboard Institute
- a) David gave a summary of his experience at the Selectboard Institute. He learned about the quasi-judicial roles of the Selectboard, the Municipal Road Permit that is coming down the pike, risk management and insurance, and Rules of the Road local highway law.
- 6) Vote re appointment of attorney Toby Balivet (works with attorney Judy Salamandra Corso) to also represent the Town at the tax sales and authorize him to bid as needed on behalf of the town the amount of taxes due.
- a) **Annette moves that the Selectboard appoint Toby Balivet to represent the Town at the tax sales and authorize him to bid as needed on behalf of the town the amount of taxes due. Tim seconds. So moved.**
- 7) Town Meeting Luncheon Follow Up
- a) The Lawsons put on the town meeting lunch this year. They harged less than they had in the past because they thought there would be the same attendance as last year. They fell short about \$70 and wondered if they could be reimbursed by the town.
  - b) **David moves to pay the Lawson's \$70 for town lunch. Tim seconds. So moved.**
- 8) Town Clerk Update
- a) Tom reviewed workmans comp rules which define municipal employees as anyone who performs necessary municipal function. Need to be aware of this moving forward and budget for it appropriately as contractors would need to have their own workman's comp or the town would have to pay for it.
  - b) Tom got quotes for extending wifi to the town green.
    - i) **David moves to install this per this estimate dated 3/16 Sherman Network Solutions wireless access point. Tim seconds. So moved.**
  - c) Animal Control officer policy

- i) Tom said that we had four incidents in 2015 where residents had a sheriff seize their animals for alleged animal cruelty. The vets examined all animals and in every case the animal was healthy. It is always the same humane society and the same sheriff involved. Tom thinks that it is important that any abused or neglected animals are identified but he believes that the Town should develop a clear policy about how seizures like this can happen.
- ii) Tom said this policy will protect our residents. It gives a chain of command. Joe Guertin needs to be part of the process to make sure that the right protocol is followed.
- iii) Annette will edit the potential policy.

9) Road Foreman updates

- a) Jeremy said that the road crew is aggressively trying to tune the roads up, but the weather is not cooperating. He said that the roads are very rough, but not terribly muddy.
- b) Melissa presented the Selectboard with paperwork from Shauna Clifford of VTRANS. Jeremy is going to post weight limits on the bridge on Mill Trace Road. The Selectboard may downgrade the road to a legal trail or class 4 due to lack of use and cost of maintaining bridge.
- c) The Selectboard signed the Annual Financial Plan - Town Highways document for the State. Melissa will mail to Shauna.
- d) Jeremy said that culvert on East Peacham Rd will be a priority. It's a 15 inch metal culvert.
  - i) Selectboard decided to apply for three grants. Jeremy is going to work on the grant applications.
    - (1) Inventory of roads/erosion
    - (2) State Structures Grant for Aiken Farm Rd box culvert
    - (3) Paving Grant for 2700 feet of East Peacham Rd from 5 corners to the gravel section.
  - ii) Annette reviewed a form in the Selectboard mailbox concerning underground storage. It's an annual self-certification that we need to fill out. Dick Browne said that he would handle it. Annette will email him and find out if he filled out the online self-certification.
- e) Annette reviewed the Sheriff's contract with other Selectboard members. She said the selectboard adds an addendum that the Sheriff's office cannot exceed the budgeted amount. **David moves to have Annette sign the amended Sheriff's contract with the Caledonia County Sheriff's Department. Tim seconds. So moved.**

10) Discuss potential projects for 2016

- i) Annette presented a list of potential projects to Selectboard members and public. She reviewed the items, which included:
  - (1) Extend Town Wifi,
  - (2) Extend Electrical Outlets (to parking lot lamps and/or tennis court),
  - (3) Complete Roller Barn work,
  - (4) Town Hall Restroom,
  - (5) Last Mile Study (for high speed broadband and cellular connectivity),
    - (a) Annette sent in a letter of intent. Grant application due on April 15. This is to identify roads that do not have high speed broadband access. Would need to have

letters from businesses who would open and operate if high speed internet was available.

- (6) East Peacham Road Paving & Reconstruction,
- (7) Aiken Farm Rd Box Culvert,
- (8) Inventory/ Road Erosion Study,
- (9) Town Garage Water Line,
- (10) Hazard Mitigation Plan,
  - (a) Will start this process at April 6 regular Selectboard meeting
- (11) Taylor Road (TH18) and Legal Trail #1 decisions,
- (12) Village Pathway (staymat or grass),
- (13) Mill Terrace (closing bridge?),
- (14) Adopting new Bylaws, and
- (15) FEMA mapping.

11)Tax Department

- a) Made 2 or 3 changes that the listers and Selectboard requested. **Annette moves to accept the Notice of Tentative Redetermination of Equalized Education. Tim seconds. So moved.**

12)Discuss tax appeal in currently in litigation (will likely be in Executive Session to preserve attorney-client privilege)

- a) **David moves to go into executive session at 8:55PM. Tim seconds. So moved.**
- b) **Annette moves to come out of executive session at 9:15pm. Tim seconds. So moved.**
- c) **No action taken.**
- d) **Tim moves to make a counter offer to Farnham regarding his tax appeal. David seconds. So moved.**

13)Review and approve bills

- a) The Selectboard reviewed and approved bills.

14)Review correspondence

- a) The Selectboard reviewed and approved correspondence.

**Annette moves to adjourn at 9:20pm. David seconds. So moved.**